

**Message: RE: Quick Question on Monthly Report**

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**✉ RE: Quick Question on Monthly Report**

**From** Kraft, Emily **Date** Monday, April 10, 2017 1:27 PM  
**To** 'Angel McDonald'  
**Cc**

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Hi Angel – I have spoken with ITSD, and they will be able to delete the discharge so you can enter your monthly report. You'll just need to re-discharge her once the monthly form is entered. You should be able to bill for those nights.

**From:** Angel McDonald [mailto:programdirector@mothersrefuge.org]  
**Sent:** Wednesday, April 05, 2017 8:20 AM  
**To:** Kraft, Emily  
**Subject:** Re: Quick Question on Monthly Report

Ok, sorry about that! If we can't bill for her it's ok, it was only 2 nights. Just let me know. Thanks for your help!

On Wednesday, April 5, 2017, Kraft, Emily <[Emily.Kraft@oa.mo.gov](mailto:Emily.Kraft@oa.mo.gov)> wrote:  
Hi Angel - Without deleting the discharge, there's no way to do the monthly report. In the future, I would recommend doing the monthly report prior to discharge. Will work with ITSD on how to delete the discharge so you can enter her monthly report.

**From:** Angel McDonald [mailto:[programdirector@mothersrefuge.org](mailto:programdirector@mothersrefuge.org)]  
**Sent:** Tuesday, April 04, 2017 5:06 PM  
**To:** Kraft, Emily  
**Subject:** Quick Question on Monthly Report

We had a girl [REDACTED] that came into our program but only stayed for 2 days. Kimberlee entered her info in the A2A system and then discharged her 24 hours after she left. But now I can't do the monthly report. Is there any way we can do this? She was only with us for 2 nights, so if we can't bill for her now that is fine I just wanted to ask and see. From now on before a person is discharged from our program do we need to submit the Monthly Report before discharging her?

Thanks for your help!

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**Angel McDonald**  
*Program Director*  
**Mother's Refuge**  
816.353.8070  
[www.MothersRefuge.org](http://www.MothersRefuge.org)

*"Do more than is required. What is the distance between someone who achieves their goals consistently and those who spend their lives and careers merely following? The extra mile."*  
- Gary Ryan Blair

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**Angel McDonald**

*Program Director*

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